



Finance Committee Meeting Agenda

Friday, Dec. 6, 2024 – 11:00 A.M.

2400 N. Lincoln Ave., Sequoyah Building, Room C-48
Oklahoma City, OK 73125

Join a Microsoft Teams meeting

Meeting ID: 296 406 100 941, Passcode: iBzSta



Board Members

David Blose, Yukon
Margaret Bond, Broken Arrow
Mindee Brown, Edmond
Jeromy Buchanan, Okla. City
Sherri Coats, Oklahoma City
Brett Cunningham, Okla. City
Janie Fugitt, Oklahoma City
Sharon Garrity, Guthrie, Chair
Shelly Greenhaw, Edmond
Michelle Kelley, Okla. City
Lori Hauge, Sapulpa
Blaine Murdock, Meeker
Gina Richardson, Okla. City
Beth Scrutchins, Okla. City
Melissa Sublett, Tulsa
Kodey Toney, Panama
Lori Wieder, Stillwater
Cynthia Wilkett, Tulsa
Devin Williams, Lawton
Valerie Williams, Okla. City

Council Staff

Planning & Grants Director

Jennifer Robinson

Administrative & Marketing

Coordinator

Alissa Patterson

Advocacy Training Coordinator

Dr. Bradley Mays


Self-Advocacy Training

Coordinator

Morgan Davis

Executive Director

Jenifer Randle

- I.  Call to Order, Roll Call, & Establish Quorum: Ms. Lori Wieder
- II.  Discussion: Review of April 26, 2024 minutes, August 30, 2024 minutes, and October 11, 2024 minutes: Ms. Lori Wieder
- III.  Discussion and Possible Voting*: Old and New Items
 - A. Financial Report: Ms. Lori Wieder, Mr. Mark Lewis
 - B. Expenditures: Ms. Jenifer Randle (internal monitoring excel sheet)
- IV.  Other New Business *
- V.  Announcements
- VI.  Adjournment *

Finance Committee Members: Sharon Garrity, Janie Fugitt, Michelle Kelley, Mark Lewis, Lori Wieder



Finance Committee Minutes

Developmental Disabilities Council of Oklahoma


DATE: Friday, April 26, 2024


TIME: 11:30 AM

PLACE: 2400 N. Lincoln Blvd., Room C-48, Oklahoma City, OK 73105


BE IT REMEMBERED that on Friday, April 26, 2024, at 11:30 A.M., the Finance Committee met in accordance with the Open Meetings Act.



NOTICE of the schedule for all regular and special meetings of the DDCO Finance Committee for the calendar year 2024 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 12:00 pm on Thursday, April 25, 2024, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.

I.  **CALL TO ORDER:** Ms. Wieder called the meeting to order at 11:35 AM.


II.  **ROLL CALL:**
Members Present: Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis (11:40 am),
Lori Wieder (online & can vote with address shared).
Members Online:
Staff: Morgan Davis, John Houston, Bradley Mays, Alissa Patterson, Jenifer Randle

By roll call, there was at quorum of committee members, so business was conducted, and voting occurred.

III.  **Review of the Minutes of the Jan. 19, 2024, Finance Committee Meeting.**

  **DISCUSSION:** The minutes from the January 19, 2023, Finance Committee meeting was reviewed.

ACTION: Ms. Fugitt moved to approve the minutes as corrected, seconded by Ms. Kelley.


 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis, Lori Wieder


 **NAYS:**


ABSTAIN:


MOTION: Motion was carried 



IV.  **Discussion and Possible Voting: Old and New Items**

a.  **Financial Report:** Ms. Wieder, Ms. Garrity, Mr. Lewis – Mr. Lewis reported we don't have a financial report this month. Quarterly report just received and will have finance report for next meeting.

b.  **Expenditures:** Ms. Randle shared the internal monitoring summary sheets used to track expenses as invoices are processed with the committee and discussed expenditures for FY24.

c.  **CFOK Report- Other New Business:** No report.

d.  **Other New Business:** FY25 Budget & Activities Proposal

  **DISCUSSION:** The FY2025 Council budget was discussed.

ACTION: Ms. Fugitt moved to approve the FY2025 Council budget seconded by Ms. Garrity.

 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis, Lori Wieder

 **NAYS:**

ABSTAIN:


MOTION: Motion was carried 

V.  **Announcements:**

VI.  **Adjournment:**


  **DISCUSSION:** Adjournment.

ACTION: Ms. Kelley moved to adjourn the Finance Committee seconded by Mr. Lewis.

 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis, Lori Wieder

 **NAYS:**

ABSTAIN:

MOTION: Motion was carried  and Finance Committee adjourned at 12:03 PM.



Finance Committee Minutes

Developmental Disabilities Council of Oklahoma


DATE: Friday, August 30, 2024

TIME: 2:00 PM

PLACE: 2400 N. Lincoln Blvd., Sequoyah Building, Room 513, Oklahoma City, OK 73125

BE IT REMEMBERED that on Friday, August 30, 2024, at 2:00 P.M., the Finance Committee met in accordance with the Open Meetings Act.

NOTICE of the schedule for all regular and special meetings of the DDCO Finance Committee for the calendar year 2024 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 12:00 pm on Thursday, August 29, 2024, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.

I.  CALL TO ORDER: Ms. Wieder called the meeting to order at 2:19 PM.

II.  ROLL CALL:

Members Present: Janie Fugitt, Sharon Garrity, Michelle Kelley


Members Online: Lori Wieder, Mark Lewis


Staff: Morgan Davis, Bradley Mays, Alissa Patterson, Jenifer Randle


By roll call, there was not an in-person quorum of committee members, so business was not conducted, and voting did not occur.


III.  Reviewed the minutes of the April 26, 2024, Finance Committee Meeting.

IV.  Discussion and Possible Voting: Old and New Items

a.  Financial Report: Mr. Lewis reported on the year end financial report. The report states we have spent about \$1.2 million which is \$200,000 over our revenue. This spending is good as additional money needs to be spent from additional grants. Mr. Lewis stated each month had around \$100,000 in expenditures and have spent \$93,000 in state funding while the rest is grant funds. Grant fund balances were presented, FY21 and FY22 grants completed. Remaining balances for FY23 are \$313,325.73 and for FY24 \$612,620.03., with our new grant (FY24) starting October 1, 2024.

b.  Expenditures: Ms. Randle shared invoices coming in can be a slow process. One example was while the work with Oklahoma State is completed, invoicing is not. Discussion between Ms. Randle and Mr. Lewis stated that all the work needs to be completed by September 30, 2024, invoices can be submitted after, up to a year.

c.  CFOK Report- Other New Business: No report.

d.  Other New Business: FY25 Budget & Activities Proposal

V.  Announcements

VI.  Adjournment: Finance Committee Meeting adjourned at 2:28 PM



Finance Committee Minutes

Developmental Disabilities Council of Oklahoma


DATE: Friday, October 11, 2024

TIME: 11:30 am

PLACE: 2400 N. Lincoln Blvd., Sequoyah Building, Room C-48, Oklahoma City, OK 73125

BE IT REMEMBERED that on Friday, October 11, 2024, at 11:30 a.m., the Finance Committee met in accordance with the Open Meetings Act.

NOTICE of the schedule for all regular and special meetings of the DDCO Finance Committee for the calendar year 2024 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 11:30 am on Thursday, October 10, 2024, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.

I.  CALL TO ORDER: Ms. Wieder called the meeting to order at 12:15 p.m.

II.  ROLL CALL:

Members Present: Janie Fugitt

Members Online: Sharon Garrity, Michelle Kelley, Mark Lewis, Lori Wieder

Staff: Morgan Davis, Bradley Mays, Alissa Patterson, Jennifer Robinson, Jenifer Randle

By roll call, there was not an in-person quorum of committee members, so business was not conducted, and voting did not occur.

II.  Adjournment: Finance Committee Meeting adjourned at 12:18 PM



Developmental Disabilities Council of Oklahoma

Finance Committee Financial Report For the Month Ended September 2024

Lori Wieder, Finance Committee Chair

Vacant, DDCO Parliamentarian
Mark Lewis - DDCO Secretary
Vacant, DDCO Vice Chair

Janie Fugitt, ATO Chair
Sharon Garrity, DDCO Chair
Michelle Kelly, State Plan Chair

Finance Committee Reports
Expenditures & Funding - Page 1
Federal Grant Reconciliation - Page 2

Developmental Disabilities Council of Oklahoma - Expenditures & Funding SFY25 - Through September 30, 2024

	2024						2025						Total
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENDITURES													
State Fund Year 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Fund Year 2024	106,534.00	38,215.00	44,103.91	-	-	-	-	-	-	-	-	-	188,852.91
State Fund Year 2025	4,398.20	59,828.00	68,443.89	-	-	-	-	-	-	-	-	-	132,670.09
Total Direct Expenditures	\$ 110,932.20	\$ 98,043.00	\$ 112,547.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 321,523.00
Allocated, Rent, Postage, Etc.	15,953.80	11,660.00	(2,671.80)	-	-	-	-	-	-	-	-	-	24,942.00
Total Expenditures	\$ 126,886.00	\$ 109,703.00	\$ 109,876.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 346,465.00
												12 Month Average Expenditures	115,488.33
												Annualized Expenditures	1,385,860.00
FUNDING SOURCES													
FFY-23 Federal Grant	\$ 93,790.24	\$ 58,623.00	\$ 77,401.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229,815.00
FFY-24 Federal Grant	27,502.14	42,127.75	26,480.99	-	-	-	-	-	-	-	-	-	96,110.88
FFY-25 Federal Grant	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Federal Grants	\$ 121,292.38	\$ 100,750.75	\$ 103,882.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,925.88
State Funding	\$ 5,593.62	\$ 8,952.25	\$ 5,993.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,539.12
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 126,886.00	\$ 109,703.00	\$ 109,876.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 346,465.00

Developmental Disabilities Council of Oklahoma - Federal Grant Reconciliation
 For the Period Ended September 30, 2024

	FFY23		FFY24		FFY25		Total
Grant Award	\$ 915,094.00	\$	914,702.00	\$	-	\$	1,829,796.00
Expenditures							
Prior Year Expenditures	\$ 222,270.26	\$	-	\$	-	\$	222,270.26
EOM July 2023	24,062.70		-		-	\$	24,062.70
EOM August 2023	44,038.00		-		-		44,038.00
EOM September 2023	30,951.33		-		-		30,951.33
EOM October 2023	-		32,675.25		-		32,675.25
EOM November 2023	-		36,505.13		-		36,505.13
EOM December 2023	-		29,633.03		-		29,633.03
Adjust for Reconciliation	27,635.15		(0.01)		-		27,635.14
EOM January 2024	728.84		39,697.50		-		40,426.34
EOM February 2024	7,678.00		31,788.38		-		39,466.38
EOM March 2024	55,404.00		42,242.81		-		97,646.81
EOM April 2024	72,300.00		33,693.75		-		105,993.75
EOM May 2024	65,127.00		28,826.62		-		93,953.62
EOM June 2024	51,572.99		24,897.51		-		76,470.50
EOM July 2024	93,790.24		27,502.14		-		121,292.38
EOM August 2024	58,623.00		42,127.75		-		100,750.75
EOM September 2024	77,401.76		26,480.99		-		103,882.75
EOM October 2024	-		-		-		-
EOM November 2024	-		-		-		-
EOM December 2024	-		-		-		-
EOM January 2025	-		-		-		-
EOM February 2025	-		-		-		-
EOM March 2025	-		-		-		-
EOM April 2025	-		-		-		-
EOM May 2025	-		-		-		-
EOM June 2025	-		-		-		-
Total Expenditures	\$ 609,313.01	\$	396,070.85	\$	-	\$	1,005,383.86
Grant Balance	\$ 83,510.73	\$	518,631.15	\$	-	\$	602,141.88

* ® Denotes Reconciled with OKDHS Finance CARE UNIT